

Sample Resume

Directions: Use the example below as a model for organizing your personal data.

KEVIN BOSSMAN
598 Cygnet Circle
Westfield, Ohio 45826
(513) 555-8426
bossman@worldlink.net

Career Objective To obtain a job in retail sales that will lead to management opportunities

Education

1997-2000	Westfield High School, Westfield, Ohio Graduation January 2000 Bookkeeping, office occupations, consumer education, etc. B+ Average in all business courses
1995-1997	King Junior High School Westfield, Ohio
1988-1995	Emma Madison Elementary Westfield, Ohio

Work Experience

1999-present	Steaks Unlimited 4239 Garfield Place Westfield, Ohio 45831 Cashier and substitute cook
1997-1998	School store employee Duties included selling, advertising, and taking inventory

Volunteer Work

1998-present	Umpire for church league softball program
Summer 2000	Habitat for Humanity volunteer

Activities

1997-2000	Concert Choir Track and Field
1998-2000	Junior Achievement Treasurer, 1999

References

Mrs. Alice Grover (513) 555-6800
bookkeeping teacher grover@westfield.edu
Westfield High School
Westfield, Ohio 45826

Mrs. Jane Simons (513) 555-2379
neighbor and Habitat for Humanity board member
597 Cygnet Circle
Westfield, Ohio 45826

Mr. Arthur Thompson (513) 555-6941
Steaks Unlimited manager
4239 Garfield Place
Westfield, Ohio 45831

Resume 1

Directions: Read the resume and note the strengths and weaknesses.

Denise Reitzner

*158 W. Northtown Boulevard
Adamsville, Connecticut 53820
(806) 543-2110 or flakeyone@zany.net*

EDUCATION

Sawbridge High School, 1999—present—grade point average: B

WORK EXPERIENCE

Wickers Supermarket, cashier and deli worker summer 2000

Babysitter, 1998-present

VOLUNTEER

Scouts, assistant troop leader, 1999—present

Preston preschool helper, summer 1998

EXTRACURRICULAR ACTIVITIES

Member of Spanish Club, 1999

Sophomore class secretary, 1999

REFERENCES UPON REQUEST

Resume 2

Directions: Read the resume, and note the strengths and weaknesses.

DENISE REITZNER

158 W. Northtown Boulevard
Adamsville, Connecticut 53820
(806) 543-2110
reitzner@locallink.net

Job Objective

To work at a daycare center as an assistant teacher

Special Skills

Leadership—conducted scout meetings, assistant at camp-outs for ten girls, organized social events, chaired the homecoming carnival booths committee

Teaching—taught six preschoolers how to tie their shoes, recognize shapes, count to ten, and play cooperatively

Organizing—set up a babysitting service for my neighborhood so that mothers could easily contact me and several other girls on the list for babysitting jobs

Education

Sawbridge High School, September 1999–present—B average

Work Experience

Wickers Supermarket, summer 2000

Responsibilities: cashier, deli worker, stocker

Babysitter, 1998–present

Responsibilities: care for three children regularly, organize activities such as art-work, swimming, and biking

Volunteer Experience

Scouts, assistant troop leader, 1999–present

Preston preschool helper, summer 1998

Resume 3

Directions: Read the resume, and note the strengths and weaknesses.

DENISE REITZNER

158 W. Northtown Boulevard
Adamsville, Connecticut 53820
(806) 543-2110
reitzner@locallink.net

Career Objectives	To work at a daycare center as an assistant teacher To major in elementary education at college
Qualifications	One year working with preschoolers as a volunteer at Preston Daycare Center; four years babysitting preschool-age children; two years working with young girls in Girl Scouts
Education	Sawbridge High School, September 1999–present: B average CPR and lifesaving training through YMCA 1998 Art workshops through the Civic Art Center
Accomplishments	Conducted scout meetings, managed camp-outs for ten girls, organized social events Taught six preschoolers how to tie their shoes, recognize shapes, count to ten, and play cooperatively Organized a babysitting service for my neighborhood so that mothers could easily contact me and several other girls on the list for babysitting jobs Worked as sophomore class secretary—1999
Work Experience	Wickers Supermarket, summer 2000, cashier, stocked shelves, took inventory, worked at the deli Babysitter, 1998–present, care for three children of two families regularly, clean and cook, create activities for the children and participate with them, take them swimming and biking
References	Mrs. Carla Benoit, English teacher 555-4390 (call after 3 P.M.), benoitc@sawbridge.edu Mr. Todd Findley, sophomore class advisor 555-7856 (call after 2 P.M.), findleyt@sawbridge.edu Miss Keshia Jackson, deli manager at Wickers Supermarket 555-1221 (call between 8 A.M. and 4 P.M.)